



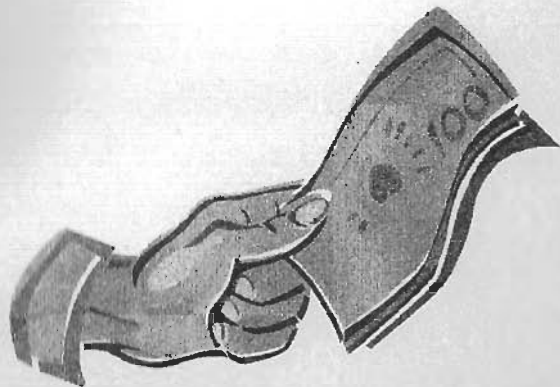
**E**mployment

**E**mpowerment

**P**ak

Created by:  
Atlanta Hospitality Group Unlimited, Inc.

Send Us Your Paycheck  
Stub for the next three  
months to enter and Win  
\$100 Gift Card every  
month!



After you've worked for 30, 60, and 90 days send us a copy of the pay stub and be eligible for a \$100.00 Gift card!

The drawing will be held every month beginning November 1<sup>st</sup>, so be sure to get your entry in right away!

Use the enclosed envelope or stop by to see us--- look for your name on the wall and ring the job bell.

You are a SUCCESS!!!! Come tell us your story. It will help others who are trying to find the job that's right for them---just like you did.

**Congratulations!**

# Tips For Your First Day AT Work

- ♦ Go to work a few minutes early and report to your supervisor.
- ♦ Listen to instructions carefully. Ask questions if you don't understand.
- ♦ Be friendly to co-workers, but don't waste too much time by visiting on the job.
- ♦ Don't wander off to other departments without permission.
- ♦ Try not to be anxious. Do your best work.
- ♦ Report your mistakes to your immediate supervisor. Learn from your mistakes so you won't make them again.
- ♦ Learn company rules and regulations.
- ♦ Do your job the way the supervisor wants it done.
- ♦ Think for yourself.
- ♦ Keep your work area neat.
- ♦ Take an interest in your work and in the company.
- ♦ Don't be frightened by the new people or the rules and forms to be filled out.

## Getting Along With Co-Workers



It is important to get along with your co-workers. You want to become a valued member of the "work team". Employers value good team workers. Work is also more fun when you get along with your fellow workers. You want your co-workers to like you. Here are ways to help make that happen.

1. Present a good appearance.
2. Have a positive attitude.
3. Be friendly.
4. Control your temper and emotions.
5. Be fair.
6. Cooperate with everyone.
7. Be reliable.
8. Be enthusiastic.
9. Show self-respect.
10. Show respect for others.
11. Be loyal.
12. Be understanding and sympathetic.
13. Accept constructive criticism.

## People to Avoid at Work



You will develop good working relationships if you try to follow the (13) suggestions listed in "Getting Along with Co-workers". However, you may still have problems with some personality types. You can recognize some of these people and learn to avoid trouble.

### "Complainers & Pouters"

These people fuss and complain about everything from the boss to the length of break time. You should try not to complain with these people. Keep complaints to yourself unless there is a proper channel at work to pursue such as a suggestion box, etc.

### "Trouble Makers"

These people have a reputation for causing trouble. They may have a bad attitude about their job, the company, or the boss. They may take chances on the job such as not using proper safety equipment, etc. They may try to get others to follow along with them. Try not to socialize with these people--- others may soon see you as a "Trouble Maker" too.

### "The Company Clown"

This person tries to be the "life of the Party" at work. He/She is always laughing, giggling, or doing practical jokes. Don't be a cut-up especially when you are new on the job. IT is good to enjoy yourself on a job and be friendly with everyone, but don't carry it too far. You are not on the job to entertain people. You are there to do a job. You should show your boss that you are serious about your work and doing a good job, or the boss may not be serious about you!



# Top (11) Eleven Reasons Why People Lose Their Jobs



1. Coming to work late or leaving early
2. Taking too many breaks or staying on the breaks too long
3. Being dishonest or stealing from the company
4. Missing too many days from work  
(Not having a back-up plan)
5. Reporting to work with alcohol and drugs in your system.  
*(Most companies do random drug test).*
6. Not following company rules
7. Not getting along well with others
8. Not doing a fair share of the work  
(Being Lazy)
9. Not willing to train for the job
10. Doing messy and incomplete work
11. Being too slow or not trying to improve

# Employer Expectations

## How To Keep Your Job



The employer has hired you to do a job. He or she expects you to do a full day's work for a full day's pay. Since most employers are operating the business to make a profit, they expect you to make money for them; otherwise, they will not be able to pay your salary and you will lose your job. In addition to performing a day's work, the employer will expect you to be:

- Cooperative
- Dependable
- Enthusiastic
- Loyal
- Willing to learn and improve
- Honest
- Able to take initiative
- Willing to follow directions



Cooperative: To be cooperative means that you will try to get along with others; your boss, co-workers, the employer's customers and others with whom you come in contact while on the job.

Dependable: To be dependable means that you can be counted on to do your job or the job which was assigned to you without your supervisor looking over your shoulder.

Enthusiastic: Being enthusiastic means showing that you are interested in and excited about what you are doing. It means having a positive attitude about your work and its value to you and your family.

Loyal: Being loyal means supporting the company and your boss. There are many ways to be loyal to your boss and the company. Some of these include: volunteering to assist in other areas of the business, volunteering to occasionally work overtime, attending company functions, avoiding gossip about the company, refusing to participate in "Bad mouthing" the company or boss, etc.

Willing to learn and improve: You are more likely to keep and progress on your job if you make every effort to learn and improve your skills. You should be willing to try to increase the quality and productivity of your work. After all, the more you produce, the more you will make for the company. Therefore, your employer will be getting a more productive employee. This will greatly please your employer and increase your chances of keeping your job and even being promoted.

Honest: Honesty is being truthful with your employer, yourself and your co-workers. You are not being honest with your employer if you take anything from the company, lie about the work you have done, take too many breaks, arrive late for work or leave early. A dishonest employee will probably be caught and lose their job.

Able to take initiative: This means doing something without being told to do so or doing more than you are required to do. The boss will be impressed if you take the lead in handling increased responsibilities. People who show initiative keep their jobs and advance within the company.

Willing to follow directions: The employer pays you for your work; therefore, you should do what he wants done and in the way the employer wants it done. Always use your good judgment and follow the safety rules when your safety and the safety of others are at stake. If you should feel you are unable to follow any directions given, be sure to discuss with your boss your reasons you are unable to do so.

Able to take criticism: You are probably going to be criticized by someone for the job you do. Usually the better the job you do, the less criticism you will get. Accept criticism with a good attitude and try to improve as a result of it. Do not display a negative attitude or bad temper. It only provokes more negative criticism. Always take the boss' criticism seriously since they are the one you must please in order to keep your job.

Congenial: This means you should be friendly and nice with everyone on the job. Don't be a moody person. Try to present a friendly, positive attitude every day. Most employers try to hire congenial employees.

## **What Do you Do When You Are Ready to Change Jobs?**

1. Never Quit or Walk Out
2. Always give at least a week to two weeks notice
3. Look for a job while you are still employed; it's much easier to secure employment when you are already working.
4. When you leave your job, try to leave on a GOOD note. Don't forget, your future employer may call your old employer for a reference and you want to make sure they give you a good reference.
5. Update your resume before you leave your present job. Make sure all of your new duties and skills you've learned are on your resume.
6. Remember to sell yourself to your future employer.
7. Make sure you're flexible and have an opened mind..
8. Remember you can do ANYTHING you put your Mind to.

## My Personal Information

This book belongs to:

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Name

If found please contact me at:

---

Telephone

My email address is:

---

Employer's Name:

---

Address

---

Telephone

Emergency Contact:

---

Name & Telephone Number

## Success Has No Limits...

There are no limits  
To what you can do.  
Your talents and abilities,  
Your uniqueness and warmth,  
Your strength and dedication  
In everything you do---  
All of these will help you  
Reach your dreams.

There are no limits  
To what life has to offer you.  
The world is full of possibilities,  
Just as you are filled  
with promise.  
Seek, discover, and embrace  
with openness  
The richness of experience.  
Believe in yourself, ..  
And you will always know success.

Michelle Richards

Congratulations again on your  
new job and career.

We know you will be successful just as you were  
in the SHIFT program.

The SHIFT staff is only a telephone call away.  
If you ever need someone to talk to or just a  
word of encouragement you  
will always have a listening ear.

We love you and keep up the good work!

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